

GUIDELINES

Named for CAHEC's former president, the goal of the David T. Peet Adult Scholarship Program (ASP) is to increase gross income earning potential among adult residents living in developments CAHEC helps finance. In support of this purpose, CAHEC provides scholarships to pay tuition and other educational expenses. Scholarships of up to \$1,000 per year are awarded to qualified individuals attending any accredited community college, trade school or vocational training school and up to \$2,000 per year to qualified individuals attending any accredited 4-year college or university. Scholarships are good for one (1) year following the award date and residents are eligible to participate in this program for up to four (4) years. Renewals are based on academic performance and CAHEC's availability of funds.

Residents interested in the ASP must complete an application each time they want to request scholarship funds. CAHEC reserves the right to deny applicants who are not in good standing.

Scholarships cover expenses including tuition and fees, and books and supplies required by the course syllabus. The following expenses are not covered by a Scholarship: transportation, admissions/application fees, and books and supplies not covered by the course syllabus.

Recipients of a Scholarship must fulfill several requirements. First, students must maintain a 2.75 grade point average each semester in order to qualify for any remaining funds within that calendar year or apply for additional scholarship monies. If an applicant receives less than a 2.75 GPA, they must attend a subsequent semester without CAHEC funding and achieve the required 2.75 before being considered for further funding. Second, recipients are required to notify CAHEC prior to withdrawing from a course. If a course paid for by CAHEC's ASP is dropped within the drop/add period, CAHEC expects to be reimbursed for that course. If a student withdraws from a course after the drop/add period, then the cost of that course will be applied against any remaining or future scholarship funds. Events beyond a student's control that lead to unanticipated withdrawal from school will be considered on a case-by-case basis and require a written and signed explanation by the student at the time of withdrawal. CAHEC reserves the right to decline any participant from future ASP funding if they withdraw from sponsored courses.

Finally, when requesting payment for books, a student may only request payment for items required by the course syllabus, such as text books, calculators, lab equipment, etc. If certain items required by the class do not appear on the actual syllabus, CAHEC requires the student to provide written documentation from the course instructor stating the item is necessary. This documentation can be submitted with the original application or after receiving the Award Letter. CAHEC will not reimburse the student or school for books until the syllabus is received.

In order for CAHEC to forward payment, the school's Financial Aid/Business Office must submit a billing statement from the Registrar for tuition fees and/or the campus bookstore for books. CAHEC will not forward payment until this documentation is received. After funds have been disbursed, CAHEC will send a "Payment Notification Form" to the scholarship recipient indicating who was paid, in what amount, and on what date.

RESPONSIBILITIES

CAHEC

- Train Community Programs Representative to administer program
- Provide program forms and marketing materials
- Review ASP applications
- Notify applicants of acceptance/denial
- Reimburse approved expenses (*payment made to third parties only*)

DAVID T. PEET ADULT SCHOLARSHIP PROGRAM



- Notify recipients following payment to third parties
- Conduct annual on-site evaluation of ASP

COMMUNITY PROGRAMS REPRESENTATIVE

- Market ASP to current/prospective residents
- Recommend, review, and submit ASP applications to CAHEC
- Complete and submit annual evaluations and provide regular updates of ASP participation

PARTICIPANT

- Submit ASP application to property/site manager as early as possible before the course(s) begins and no later than two weeks after school's Drop/Add deadline
- Verify the school's Financial Aid/Business Office was notified of scholarship
- Complete program evaluations, as requested

SCHOOL OR UNIVERSITY FINANCIAL AID/BUSINESS OFFICE

- Submit invoice & billing statement(s) from the Registrar and/or bookstore for tuition and/or books to CAHEC
- Receive ASP payment

PROCEDURE FOR IMPLEMENTATION

1. CAHEC conducts training session with Community Programs Representative
3. Community Programs Representative markets ASP to all eligible residents
4. Community Programs Representative assists interested residents with completion of applications
5. Community Programs Representative approves and submits resident ASP applications to CAHEC
6. CAHEC approves or rejects applications
7. CAHEC pays tuition and other approved expenses and notifies recipient